

BOARD OF TRUSTEES

Date: 12th October 2011

Time: 5.00pm

Venue: MR 4/5
(Warwick SUHQ)

Circulation:

Leo Boe, Sean Ruston, Chris Luck, George Whitworth, Izzy John, Chris Sury, Matthew Rogers, Cathy Watts, Andrew Clarey, Tom Smeaton, Ian King, Judy Ryder, Jordaan Wolfson, Charlotte Ogilvie, Silkie Cragg, Alicia Mou, Jacqui Clements, Tracey Grant, David Dedman

In Attendance:

Leo Boe, Sean Ruston, Chris Luck, George Whitworth, Izzy John, Chris Sury, Matthew Rogers, Andrew Clarey, Tom Smeaton, Ian King, Judy Ryder, Jordaan Wolfson, Charlotte Ogilvie, Silkie Cragg, Alicia Mou, Jacqui Clements, Tracey Grant, David Dedman, Julie King

MINUTES

Meeting Quorum: 9

1.1 APOLOGIES FOR ABSENCE

Cathy Watts

1.2 NOMINATION OF VICE CHAIR

Reported: (By LB)

Two nominations received JR and MR.

Secret paper ballot conducted at meeting. Votes counted and verified by non - member of the Board of Trustees.

Reported: (By LB)

MR duly elected as Vice Chair to the Board of Trustees for the 2011-2012 academic year.

MR **eight** votes in favour, JR **five** votes in favour.

1.3 MINUTES OF THE PREVIOUS MEETING AND ANY MATTERS ARISING

RESOLVED:

That the minutes of the meeting held on the 13th July 2011 be approved.

Matters Arising

8.8 Membership Services Strategy

Papers noted. DD outlined background leading to the review of membership services.

Reported: (By JR)

Requirement to focus on ensuring adequate resources available moving forward and that we should be mindful of our tendency to try to do too much.

Reported: (By SR)

Consideration should be given to looking at best practice across the sector, taking a comparative look at Unions with similar challenges.

(Reported By DD)

Gathering best practice from other Unions in the areas of

1. Student and Teaching Awards
2. Alternative Prospectus

Resource issue to be addressed as required.

Objectives approved, **unanimously**.

1.4 NOTIFICATION OF ANY OTHER BUSINESS

1.4.1 A Living Wage for Union Staff

Reported: (By SR)

Policy 'A Living Wage for Union Staff' passed at Union Council, could the Board be updated on progress.

Reported: (By CL)

The policy was passed at a General Meeting.

Reported: (By JC)

Policy states President reports to Union Council on a regular basis. Annual pay review discussed at Finance & HR Committee, not yet concluded. Report to be submitted to next Board of Trustees meeting.

1.5 CHAIRS BUSINESS

1.5.1 University Fees

University fee increases for PG Home and International students, and Undergraduate students for the next academic year agreed. International student fees increase between 10% - 18% dependant on course and level of study. PG Taught increase of 6%. Increases agreed base level, Students' Union actively engaged in monitoring potential individual departmental increases above the base level.

1.5.2 Freshers and Orientation

Very successful events, LB expressed his thanks to all staff and Sabbatical Officers involved in both events.

1.5.3 University Strategy - Institutional Teaching and Learning Review

Reported :(By SR)

University looking to position itself in the new competitive environment with higher Undergraduate fees 2012, part of process to complete institutional review of teaching provision, review will take place in November, every department will be

assessed. External and student members on the review panels, Students' Union heavily involved in the training and nominations of student reviewers, and the process. Looking to see quality enhancement for the 2012 intake.

Resolved:

LB to invite the Deputy Registrar NO to discuss University Strategy for the year ahead at the next Board of Trustees meeting.

1.5.4 Trustees Social Event

LB to arrange informal social event before the next Board of Trustees meeting.

1.5.5 University Disbursement Group

Achieved success in securing funding for projects from the University's Disbursement Group. £3K received to develop Hall Societies, £3k for Internationalisation, some funding received for SSLC training, and research project into Post Graduate Engagement. Noted the need to provide report on impact

1.6 MANAGEMENT ACCOUNTS

Papers noted.

Reported: (By GW)

End of year surplus £206K (budget £57K), latest forecast outturn for 2010 -11 at the end of June of £114K.

Additional 1,000 ticket sales for Summer Party contributing additional income of £60K, F&B £10K up on forecast, insurance rebate of £16,000, utility cost savings £22K and cost savings of £40K in the Venue all contributing to the surplus figure.

Reported: (By TG)

Approval sought to set aside reserves of up to £200K for this year into designated fund - 'Building Development Fund'

Reserves of up to £200K approved, **unanimously**.

Noted

AC acknowledged the achievement of the staff team in producing a surplus of £206K at year end.

1.7 PAPER PROCUREMENT

Papers noted.

Proposal to purchase recycled A4 paper approved, **unanimously**.

1.8 RESIGNATION OF LAY TRUSTEE

Reported: (By LB)

Resignation from the Board of Trustees received from LM. LM secured a new job as a result of which time commitments such that unable to continue in her role as Lay Trustee.

Resolved

That the Board of Trustees expressed their thanks to LM for her time and commitment to the Board of Trustees and Warwick Students' Union during her time as a Lay Trustee.

1.9 ACCESS TO GOVERNING BODY DOCUMENTS

Policy approved.

1.10 GOVERNANCE REVIEW

Papers noted. Progress against actions good. Noted that the governance self-assessment was strong

Reported: (By JC)

Deadlines for outstanding actions to be updated.

1.11 KPI UPDATES 2010-11

Papers noted.

Reported: (By JC)

To note exceeded KPI's in the majority of cases, just missed KPI in terms of Socs Federation memberships, set challenging target. Exceeded target in terms of individual society membership last year, already ahead this year on year on year position. Missed KPI % of students who feel the SU listens to feedback, KPI achieved 26%. Disappointingly, the biggest response was 'do not know' to this question. Number of people who feel Warwick SU has contributed positively to their time at Warwick 3% down on KPI but still a strong performance, will be setting challenging target associated to this.

Report and areas identified requiring additional work noted.

2011-2012 KPI's drafted and near completion, KPI's under the headings of the five strategic aims.

Resolved:

2011-2012 KPI's to be circulated via email for comments and agreement with new KPI's highlighted for ease of recognition.

1.12 CODE OF CONDUCT

Papers noted. Code of Conduct approved, **unanimously**.

Resolved

To distribute Code of Conduct to Trustees for signature and return.

1.13 CHAIR AND VICE-CHAIR

Papers noted and approved.

Resolved

To incorporate at the beginning of the role of Chair 'In accordance with the Memorandum and Articles of Association the Chair of the Board of Trustees is The President'.

1.14 CLOSED SESSION BUSINESS

See separate minutes

1.15 ANY OTHER BUSINESS

None

1.16 FOR INFORMATION

1.16.1 Finance & HR Committee

Minutes noted.

1.16.2 MSL

Minutes noted.

1.16.3 Search & Noms

Minutes noted.

1.17 TIME AND DATE OF NEXT MEETING
Noted